

BEFORE YOU BEGIN..

- ✓ Please do not print double-sided
- ✓ Read the instructions pages carefully
- ✓ You only need to print the pages that need to be filled out.
- ✓ Click on the attachments on the left to open the forms. (If you do not see attachments, click on the paper clip on the left.)

Temporary Employee New Hire Paperwork

- ▶ ***The following instructions are to assist you as you are completing these New Hire Paperwork forms; please read them carefully as you complete each form.***
- ▶ All forms should be completed in blue or black ink *only*. Please print legibly on all forms and complete all forms in their entirety, unless otherwise directed.
- ▶ Do not use white-out on any forms. If you make a mistake, you may *cross off* what you have written and *initial* next to it.
- ▶ **Your name must be written exactly as it is on your Social Security card, so before you begin, check the spelling of your name on the card to be sure it is correct.**
- ▶ If you have any questions while filling out any of these forms, please call the City of Flagstaff Human Resources Division at (928) 779-7698 and the Human Resources staff can assist you.
- ▶ Once all the forms have been completed, bring them to the Human Resources Division located inside City Hall at 211 W. Aspen Ave. *Please bring the following when you come:*
 - (Identification for your I-9 (see instructions below).
 - (Original Social Security card (for payroll purposes).
 - (Completed forms.
 - (Fingerprint clearance card or fingerprint card, if needed (see instructions below).

If you do not bring these items, we cannot accept your paperwork and your employment date will be postponed.

Payroll Maintenance Form

Please complete this form in its entirety, except the shaded boxes, which should be left blank.

1. Endorsements and Restrictions are listed on the back of your driver license.

Arizona Form A-4

This form is to determine the taxes to be withheld from your paycheck by the State of Arizona, and is based on a percentage of your federal income tax withholdings. For further instructions on completing this form, see **Employee's Instructions** at the top of the form.

1. Choose check box 1, 2 or 3.
2. If you select check box 1, select either 1.8%, 2.7%, 3.6%, 4.2% or 5.1%.
3. If you select check box 2, select either 1.3%, 1.8%, 2.7%, 3.6%, 4.2% or 5.1%.

Form W-4

TIP:

Remember to select your marital status (check one box only) in box 3.

This form is to determine the amount of federal incomes tax to be withheld from your paycheck.

1. The **Personal Allowances Worksheet** is a worksheet to assist you in determining the number of allowances to claim. It is not required.
2. Complete boxes #1–7 on the bottom half of the form, **Employee's Withholding Allowance Certificate**, and sign and date the form.
 - a. You must complete either box #5 or box #7, but may *not* complete both.
 - b. Boxes #8–10 are for employer's use.
3. **Deduction and Adjustments Worksheet** and **Two-Earners/Multiple Jobs Worksheet** are to be completed only if you need them to assist you in filling out the **Employee's Withholding Allowance Certificate**. They are not required.

Form I-9

TIP:

Remember to check one box under "I attest under penalty of perjury that I am:"

This is a federal form used to verify your eligibility to work in the United States.

1. Complete **Section 1. Employee Information and Verification** *only*.
2. *Do not* complete **Section 2. Employer Review and Verification**.
3. When you return the form to Human Resources, you will need to bring identification from the **Lists of Acceptable Documents**. This will include either:
 - a. One (1) item from **List A** or
 - b. One (1) item *each* from **List B** and **List C**.
4. For more detailed instructions on completing the Form I-9, see the instruction pages preceding the form.

Designation of Beneficiary – Final Pay Check

In the event of your death, Payroll and Human Resources must have information regarding the designation of a beneficiary for your final paycheck.

1. You do have the option to choose to have the check deposited directly into your checking account, as long as your paychecks are being directly deposited. However, you still need to complete the **Primary Beneficiary Information**.
2. If you do not choose direct deposit, *include both beneficiary designations* (**Primary** and **Alternate**).

Hazardous Chemicals Training Acknowledgement

This form is to acknowledge that you have received the **Chemical Hazard Training Program** information. Review the Chemical Hazard Training Program information and keep it for your records, then complete the **Acknowledgement** and bring it with you when you return your paperwork to Human Resources.

Drug Free Workplace Administrative Policy Acknowledgement

This form is to acknowledge that you have received the **Drug Free Workplace Administrative Policy**. Review the policy and keep it for your records, then complete the **Acknowledgement** and bring it with you when you return your paperwork to Human Resources.

Payroll Direct Deposit Authorization Form

TIP:

If you use a direct deposit form from your bank as backup, it does not replace the City's Payroll Direct Deposit Authorization form

This form is an authorization for direct deposit, and is optional; you only need to complete it if you wish to have your pay deposited directly into a checking or savings account instead of receiving a check.

1. You can choose up to 3 checking and/or savings accounts to deposit your check into.
2. A voided check or savings deposit slip is required for each account. If you do not have checks or deposit slips, you can request a direct deposit form from your bank(s) which will list your account and routing numbers and can be substituted for a voided check and/or savings deposit slip.
3. This form can be completed and turned in to either Human Resources or Payroll at any time during your employment with the City.

If you have been directed to obtain fingerprints:

1. Please go to the Police Department, located at 911 Sawmill. Be sure you inform them that this is for City of Flagstaff employment; you will not be charged for the fingerprints. They will roll your fingerprints and return the card to you. **Bring the card with you when you bring your paperwork to Human Resources.**
2. If you have a fingerprint clearance card, you do not need to go to the Police Department for fingerprints, but you must bring your clearance card when you come to Human Resources with your paperwork.

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

M E M O R A N D U M

TO: Temporary Employees - City of Flagstaff

FROM: Human Resources

RE: Arizona State Retirement Contributions

Arizona State Retirement (ASRS) membership is a mandatory condition of employment for any employee who meets the eligibility criteria defined in statutes A.R.S. 38-711 and 38-727. A qualifying employee cannot reject membership; employees who do not meet eligibility criteria cannot choose membership. The employee must contribute on a pre-tax basis through payroll deduction and the City will match the contribution made by the employee. Once contributions start in any part of the fiscal year July 1 through June 30, contributions must continue until the end of the fiscal year.

If you work at least 20 hours a week for at least 20 weeks in the fiscal year, you become a member of the ASRS. The 20/20 hour criteria does not have to be consecutive. Meaning, if you sometimes work less than 20 hours in the week, you become eligible the start of the 20th week of working 20 or more hours in the fiscal year.

Each employee who meets ASRS membership qualifications will be notified by Human Resources, at which time you must visit www.azasrs.gov and complete the enrollment and beneficiary information. The Beneficiary Form reflects the member's choice of the person to receive the survivor benefit in the event of the member's death before retirement. You may assign one primary or multiple primary co-beneficiaries. You may also assign a secondary beneficiary in the event the primary beneficiary assignment is no longer valid. If you assign multiple primary or secondary beneficiaries, you must indicate the percentage of the survivor benefit to be paid to each assigned beneficiary.

Please feel free to ask for assistance in completing the Enrollment and Beneficiary Forms.

Thank you and welcome to the City of Flagstaff,